

NIH MANUAL 1130, Travel #4A
DATE: 07/22/99
REPLACES: 11/30/90
ISSUING OFFICE: OFM 435-2927

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DELEGATIONS OF AUTHORITY
Advance of Funds B Permanent Change of Station
for Civilian Employees

Authority Delegated

To approve advance of funds in connection with authorized official travel and transportation arising from (1) permanent change of duty station, (2) travel of new appointees to first duty station, and (3) travel from a duty station outside the United States to place of residence for employees leaving government service at the conclusion of overseas duty.

<u>To Whom Delegated</u>	<u>Area of Authority</u>
Deputy Director	NIH
Deputy Director for Management	NIH
Associate Director for Administration	NIH
Director, Transportation Management Division, OD/OA	NIH
IC Directors/Deputy Directors/Executive Officers	Respective Area
OD Executive Officer	OD with the exception of ORS
Associate Director for Research Services	ORS

Limitations/Guidance

1. The authority delegated above must be exercised in accordance with all applicable statutes, regulations, Federal Travel Regulations, and Departmental and NIH policies.
2. Reimbursement may not exceed (a) the currently set levels for each calendar day or fraction of a day in travel status for actual expense allowance subsistence within the boundaries of the continental United States, or (b) the sum of the maximum per diem allowance plus the currently set allowance for travel outside the boundaries of the continental United States.

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3. As a matter of Departmental policy, no official may authorize or approve his or her own travel. All redelegations must be in writing. A copy of the redelegations must be retained by the official making the delegation and by the incumbent of the position to whom the redelegation is made. A copy of the redelegation must also be sent to the respective administrative office.
4. All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

Redelegation

This authority may be redelegated. However, it should be retained at the highest administrative level necessary to ensure that programs are conducted effectively by the appropriate officials, without compromising program integrity, and without undue delay.

Citations

1. 5 U.S.C. 302, 5701 et seq.; 42 U.S.C. 203, 210(c), 216, and 281
2. Federal Travel Regulations, 41 CFR 301
3. HHS Travel Manual Chapters 1-30, 1-60, 2-00, 3-20 and 5-20
4. HHS Personnel Manual Instruction 571-2
5. Travel Expense Act of 1949, as amended (Pub. L. 94-22)
6. Memorandum to Heads of Operating Divisions from the Deputy Assistant Secretary, Finance, OS, dated March 6, 1996, entitled: ADelegations of Authority@
7. Secretary's Reorganization Order of September 25, 1995 (60 FR 51480 (October 2, 1995))

/s/
Harold Varmus, M.D.
Director, NIH

Effective date: 07/22/99